

Daranee MASPAKORN

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Expected Salary: THB 60,000 per month (Negotiable)
Availability: 30 days notice

Date of Birth:	December 4, 1977	Nationality:	Thai
Religion:	Buddhism	Health:	Good

Education:

2005 – 2007	Assumption University, Huamark, Bangkok <i>Master Degree of Management</i> <i>Organization Development and Management</i> Cumulative GPA: 3.71
1995 – 1999	Assumption University, Huamark, Bangkok <i>Bachelor Degree of Arts</i> Major: Business English Minor: Hotel Management Cumulative GPA: 3.13
1993 – 1994	Office of Non-Formal Education Center, Bangkok <i>Higher Secondary Education - General Studies Program</i> (Completed the equivalent academic level of Grade 12)

Honors:

1999	The Rector's Certificate of Honors for obtaining a Grade Point Average of 3.60 in the academic year of 1998-1999
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Experiences:

January 2015 - Present

Human Resources Manager

MSC Thai Cuisine Co., Ltd., Bangkok, Thailand

Academic and consultant service provider for professional Thai Chef

Job Responsibilities:

- In charge of human resources operation of the business including human resources management and development; employee planning, job analysis, recruitment process, orientation, training, payroll (with third-party service), employee relations, welfare and termination.
- Provide operation support to overall company frontline and back of the house in terms of main academic support such as student internship co-ordination with targeted food service units.
- In charge of recruitment service related to the main business such as Thai Chef Consultant.

December 2013 – January 2015

Business Manager

NooYoo Co., Ltd., Bangkok, Thailand

Retail Business in leading shopping centre (Ear, nose and belly piercing products & services)

Achievements:

- Successfully expand new shops to prime location in Bangkok's major shopping malls and community malls.

Job Responsibilities:

- In charge of overall business operation of the company including new business development, shop expansion and day-to-day operation of frontline and back office on behalf of a foreign owner from Switzerland.
- In charge of human resources, procurement, stock & inventory, payroll & accounting (with outsourced assistance), product assembly, delivery, sales & marketing and customer services.
- Ensure that quality products & services are provided to all customers at all time.
- Set sales target, monitor and analyze sales & marketing performance, sales forecast.

March 2011 – November 2013

Operation Manager

S&P Global Co., Ltd., Bangkok, Thailand

Restaurant Business in Thailand and overseas

(A subsidiary company of S&P Syndicate PCL)

Achievements:

- Effectively and semi-independently managed the human resources issues of S&P Global from S&P Syndicate and promptly response to global partners' needs.
- In charge of assisting day-to-day analytical and administrative tasks of the Deputy Vice President acting Assistant Vice President - Regional Operations.

Job Responsibilities:

Human Resources Management:

- Recruited staff (in kitchen and service) via various channels of chefs and cooks community to serve the group's Thai restaurant's business partners in the United Kingdom, Austria, Switzerland, China, Taiwan, Singapore, Malaysia and Thailand to competitively support the fast moving restaurant business.
- Completely projected recruitment internally and externally according to criteria provided from project owners.
- Provided documentation for overseas work permit, visa application and travel documents to the concerning organization.
- Provided job analysis for staff's career path.
- Ensured that our overseas staff's well-being, benefit and remuneration are properly maintained in line with company domestic policy.
- Ensured that staff is properly facilitated with up-to-date documentation for all related parties.

Restaurant Operations:

- Ensured that proper Thai fine dining experiences are provided to customers in Bangkok's original restaurant.
- Monitored, evaluated, planned and developed service staff performance for continuous improvement.
- Prepared the standard service operation manual for the global restaurant's annual summit.
- Monitored sales income and expense of the restaurant.

November 2008 – February 2011

Sales Administration Department Manager

Rockworth Public Co., Ltd., Bangkok, Thailand

Office Systems Furniture Business

Achievements:

- Successfully managed the ISO9001 documentation for the domestic sales division and provided assistance to the other divisions of the company's headquarter.

Job Responsibilities:

- Monitored and managed overall sales support activities including proposals, product presentations, quotations, marketing and sales tools arrangement to domestic sales and international operation departments.
- Monitored, evaluated, planned and developed staff performance for continuous improvement.
- Monitored stock inventory report for marketing and sales tools, product catalogues and printing materials assuring sufficient and proper stock are maintained.
- Project coordinated between local and development team in India for newly developed program assisting space planning tasks (ad hoc project).
- Analyzed weekly and monthly conversion report of quotations to sales for performance evaluation, KPI and balanced scorecard.
- Implemented ISO9001 documents for the sales administration department and related departments such as international operation and domestic sales departments.
- Assured full coordination and facilitation is provided to internal departments such as sales, marketing, IT, service, planning, etc and with customers.
- Recruited sales administration staff to fulfill high turn-over replacement rate to ensure proper sales supports are provided.
- A committee member for New Year celebration and sports day activities for headquarter and factory staff.
- Program: Baan ERP

May 2008 - October 2008

Purchase and Inventory Manager

Srisiri Home Fashion Co., Ltd., Bangkok, Thailand

Imported Home Decorative and Pet Product Business

Achievements:

- Successfully managed the set-up of a retail management system, inventory system for the newly established company.

Job Responsibilities:

- Supervised purchase and inventory team to comply with the purchase and inventory policy of the company; financially and commercially.
- Negotiated and processed overseas and local supplier purchase orders.
- Maintained proper business relationship between suppliers and business partners; overseas and local, to ensure business cooperation.
- Supervised team to create and maintain good warehouse management for proper support provide to the sales and marketing department and valued customers.
- Monitored and managed the products availability for trade sale and company-owned sales outlet, planned and forecasted orders to be sufficiently provided to the customers.
- Monitored the department's and company's operation expenditure and income in order to maintain budget as planned.
- Monitored and managed sourcing of local and overseas suppliers considering market requirement and minimum stock required on timely competitiveness.

June 2007 – April 2008

Assistant to Executive Vice President

Srisiri Development Co., Ltd., Bangkok, Thailand

Community Shopping Complex in Ram-indra 109 Area

Job Responsibilities:

- Forecasted the expenditure and income for a 5-year budget plan for a new company founding; Srisiri Home Fashion Co., Ltd.
- Analyzed and organized the cost management on behalf of the Executive Vice President of the companies by coordinating with department managers.
- Communicated and negotiated with the new founding company's partners and suppliers; temporarily acted and performed in charge of a Purchase and Inventory Department Manager.
- Managed the report of the information system.
- Coordinated with key persons from each department internally and with suppliers during setting-up and pre-operational period of the Retail Management System (RMS) for the company-owned sales outlet.

April 2004 – May 2007

Sales Administrator / Logistics Assistant

Jebsen and Jessen Marketing (T) Ltd., Bangkok, Thailand

Trading Business (Imported Digital Camera, MP3, Professional Lens, etc.)

Job Responsibilities:

- Negotiated and processed local and overseas supplier purchase orders.
- Arranged the Letter of Credit, processed dealer orders, invoicing and delivering of products.
- Analyzed and prepared stock inventory report.
- Facilitated with warehouse regarding products delivery and service division regarding the products claimed.
- Handled domestic and overseas telephone calls inquiring of products specification.
- Arranged periodical dealers' rebate settlement.
- Arranged users' manual in Thai language for the products launched.
- Assist with day-to-day administrative tasks, in charge of a departmental administrator.
- Program: SAP (SD/MM Module)

February 2002 – April 2004

Service Coordinator Assistant (Spare Parts Assistant)

FMC Technologies (Thailand) Ltd., Bangkok, Thailand

Food Machinery Products and Services Business

Job Responsibilities:

- Processed customer orders and requests for parts and services including invoicing and delivering of parts.
- Communicated with customers regarding the status of orders and facilitated the deliveries of orders.
- Prepared monthly activity report for service engineers and technicians.
- Made travel arrangement for service engineers and service technicians (total 8) including visa application, ticket reservation and accommodation arrangement and expense reimbursement.
- Assisted with day-to-day administrative tasks, in charge of a departmental administrator.
- Program: Platinum ERP

August 2001 – February 2002

Customer Development Staff

Web Studio-1 Solutions Co., Ltd., Bangkok, Thailand

Web Design and Online Business (Jewelry)

Job Responsibilities:

- Sought and recruited potential affiliate partners for customer through websites.
- Assisted affiliate partners with marketing ideas to boost up income and promote web sales through pay-per-click ideas.
- Maintained and updated database of potential affiliate partners.
- Prepared daily/weekly activity report for management in New York, U.S.A.

Computer Skills:

Operating System	Microsoft Windows 95/99, 2000, 2003, XP, Windows 7 Open Office 3.2, Macintosh Operating System
Office Application	Microsoft Office – Word, Excel, PowerPoint, IE, Outlook, Lotus Note, Libre Office
Specific Application	Macintosh – Pages, Numbers, Keynotes SAP (SD/MM Module), Baan ERP, Platinum ERP, POS

Typing Skills:

Thai	35 wpm
English	40 wpm

Language Skills:

Thai	Native Language
English	Good (TOEIC Score 970/990: Taken June 2012)

References:

Mr. Martin Paul GROSS
Project Founder, Owner

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